

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 12/12/17**

Held at
1000 Washington Street, Boston, MA, 02118
At 10:00 a.m.
Room 1D

Board Members Present:

Patrick Driscoll
Richard Gormley
Paul Phaneuf
Peter Stefan
Janet Leombruno

Staff Members Present:

Michael Hawley, Executive Director
Thomas Burke, Associate Executive Director
Charles Kilb, Board Counsel
Peter Kelley, Board Counsel
Robert Williams, Investigator
Christopher Carroll, Chief Investigator

Members of the Public Present:

Sean M. Bohdiewicz
Augustave M. Sabia
Scott Brown
Joseph Edwards
Matthew A Mazzuchelli
Lisa Wolfson
James B. Kelly
Pamela L. Powers

Glenn Campbell
Glen Boulard
William Marani
Matthew MiFarrow
Chris Powers
Meghan Bohdiewicz
Brian Beale
Christopher Luciano

Call to Order

Mr. Phaneuf called the meeting to order at 10:05 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

Review of Minutes

The Board reviewed staff prepared minutes of the meeting held on November 14, 2017.

Mr. Driscoll moved to accept staff prepared minutes of the meeting held on November 14th, 2017. Ms. Lindsay seconded the motion. Motion passed unanimously.

Report from Executive Director Michael Hawley

Executive Director Hawley proposed that the Board modify the registration process for funeral assistant and apprentice applicants so that, in the case of routine applications with no complicating issues, registrations may be issued in a timely manner. Funeral Assistant and apprentice applicants with a history of professional discipline, criminal convictions, or

any other issues in the opinion of staff that warrant Board review will come before the Board, as will 6-year apprentices seeking reinstatement.

Mr. Driscoll moved to accept the proposed changes to the application process. Mr. Stefan seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Stefan: “Yes”, Mr. Gormley: “Yes”, Mr. Driscoll: “Yes” and Ms. Leombruno: “Yes”.

Report from Legal Counsel, Charles Kilb

Attorney Charles Kilb introduced Peter M. Kelley as his replacement board counsel. Attorney Kilb noted that continuing education regulations will be reviewed for funeral assistants and apprentice embalmers. Mr. Kelley indicated that the administration’s executive order does currently impose a ‘pause’ on any regulation changes, but as one of his other Boards has regulations on hold but in process, will put this matter before the Board once those regulations advance.

Report from Christopher Carroll, Chief Investigator

No report.

Discussion

Continuing Education Provider Applications:

The Board reviewed the following applications:

Funeral Service Academy

- Funeral Home Safety Overview
- Safety Within Funeral Homes
- OSHA Compliance Guidance for Funeral Homes (composite course)
- OSHA Compliance Guidance for Funeral Homes – Part 1
- OSHA Compliance Guidance for Funeral Homes – Part 2
- Complying with the Federal Trade Commission Funeral Rule
- Grief and Cultural Competence: The African American Diaspora
- Grief and Cultural Competence: Hispanic Traditions
- Grief and Cultural Competence: Jewish Traditions
- Embalming: Autopsies & Organ/Tissue Donors
- Embalming: Diseases & Conditions
- Communicable Disease and Funeral Professionals

International Cemetery, Cremation and Funeral Association

- 2018 Wide World of Sales Conference

NFDA

- Post-it, Pause, and Prevail: Self-care for the Funeral Professional

- Do-It-Yourself Memorials (with a Little Help from the Funeral Director)
- NFDA Arranger Training Program – Various Locations in 2018

International Order of the Golden Rule

- 2018 Young Professionals Event

Memoriams by Ancestry

- Obituary Best Practices & The Newspaper Industry

Mr. Stefan moved to accept all continuing education courses presented. The motion was seconded by Mr. Driscoll. The motion passed unanimously.

Executive Session: to discuss the reputation and character, rather than the professional competence of an individual, pursuant to G. L. c. 30A, § 21(a)(1)

At 10:46 a.m., Mr. Driscoll moved to go into executive session to discuss the reputation and character, rather than the professional competence of an individual, pursuant to G. L. c. 30A, § 21(a)(1) and Mr. Stefan seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: “Yes”, Mr. Stefan: “Yes”, Mr. Gormley: “Yes”, Mr. Driscoll: “Yes” and Ms. Leombruno: “Yes”.

See Separate minutes for Executive Session actions

Closed session, Investigative Conferences [Closed pursuant to M.G.L. c. 112, § 65C]

At 11:42 a.m., Mr. Driscoll moved to suspend the open meeting and enter into closed session to conduct investigative conferences to discuss disciplinary cases pursuant to M.G.L. c. 112, § 65C. The motion was seconded by Ms. Leombruno. The motion passed unanimously.

During the closed session, the Board took the following actions:

- EM-2017-000035-IT-ENF Forward to Prosecutions
- FE-2017-0657-IT-ENF Dismissed

At 12:19 p.m. Mr. Phaneuf moved to exit closed session. The motion was seconded by Ms. Leombruno. The motion passed unanimously. Mr. Phaneuf announced that the Board would adjourn for lunch. He stated that the Board would return at approximately 1:15 p.m.

Lunch Break

At 1:15 p.m. the meeting resumed.

Application Review:

Apprentice applicants - Review and vote on applications

The Board met with the following Apprentice applicants:

- Matthew Mazzuchelli

Mr. Driscoll moved to approve the above candidate for licensure. Ms. Leombruno seconded. The motion passed unanimously.

Funeral Assistants (1st time) - Review and vote on applications

The Board met with the following initial Funeral Assistant applicants:

- William Marani
- Glenn Nadir

Ms. Leombruno moved to approve the above candidates for licensure. Mr. Gormley seconded. The motion passed unanimously by all present board members.

Type 6 – Review and vote on applications

- Brian T. Beale

Mr. Driscoll moved to approve the above candidates for licensure. Ms. Leombruno seconded. The motion passed unanimously by all present board members.

Type 3 – Review and vote on applications

- Lisa Wolfsen

Mr. Phaneuf moved to approve the above candidate for licensure. Ms. Leombruno seconded. The motion passed unanimously.

Establishment Applicant – Review and vote on applications

- Fowler-Kennedy Funeral Home

Mr. Driscoll moved to approve the above candidates for licensure. Ms. Leombruno seconded. The motion passed unanimously by all present board members.

Adjournment

At 2:15 p.m. Mr. Phaneuf moved to adjourn the meeting. Mr. Driscoll seconded the motion.
Motion passed unanimously.

List of Documents used at the meeting:

1. Agenda
2. Minutes from previous meeting(s) where applicable
3. Applications for personal registration
4. Continuing education provider applications

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Hawley". The signature is fluid and cursive, with the first name "Michael" and last name "Hawley" clearly distinguishable.

Michael Hawley
Executive Director